



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

SENIOR PROJECT MANAGER

PN# 110423

Department of Public Works & Engineering

Public Utilities Division

Wastewater Operations Branch

611 Walker*

M - F, 8 a.m. - 5 p.m.*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Supervises and directs technical personnel to develop and negotiate construction management and supplemental engineering service contracts. Interfaces with departments and outside agencies or firms to discuss programs and projects. Administers and negotiates claim change orders. Manage all contracts for compliance. Performs personnel functions, such as evaluating subordinate performances, interviewing prospective personnel, training subordinates and recommending disciplinary action. Issue point repair work orders and maintain copies of all work orders issued to contracts. Provides management overview and status of contracts as needed. Process; change orders, time extensions, and additional appropriations for contracts. Research and respond to inquires and request by Council Liaison.

10 **ESSENTIAL FUNCTIONS/WORKING CONDITIONS**

This position requires stooping bending and/or lifting items up to 30 pounds with occasional periods of walking on rough surface.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Civil Engineering, Business Administration, Physical Sciences or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Six (6) years of experience in construction, construction inspection, design, geo-technical, environmental or a closely related field are required. Direct related professional experience may be substituted for education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will also be given to applicant with strong knowledge of the City of Houston Standard Construction Specifications for Wastewater Collection Systems.

15 **SELECTION/SKILLS TESTS REQUIRED**None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 27

\$1,678 - \$2,442 Bi-weekly\$43,628 - \$63,492 Annually

18 **OPENING DATE** May 10, 2006

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471.**For application status, inquires please call 713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer